

Job Opening: Evening Receptionist Part-Time

HopeSpoke is hiring a part-time Evening Receptionist. This position is responsible for working directly with clients, therapists, supervisors, and staff, managing a fast-paced lobby, answering incoming phone calls, and coordinating daily administrative tasks.

Job Duties/Requirements

- Positive attitude, stellar attendance records, and strong organizational skills
- People person with the ability to work independently
- Ability to multitask including managing a lobby and answering phones
- Ability to effectively and positively communicate with clients, coworkers, and others
- Knowledge of Microsoft Office including Word and Excel
- Ability and desire to learn and understand new and changing computer software
- Data entry, cash handling, and report creation skills strongly desired
- Year round, part-time evenings
- Must have availability between 3:00pm - 8:00pm Monday - Thursday
- Must work 16 hours per week minimum. May be scheduled up to 20 hours per week.
- High School diploma or GED equivalent required

Want to join our dedicated professionals in meeting the mental health needs of children and families in Lincoln?

HopeSpoke offers:

- Comfortable workplace
- Employee Development

Hourly salary range, based on experience: \$12.50 - \$14.50

You may also send your resume to:

HopeSpoke
Attn: Kim Rutten
2444 O Street
Lincoln, NE 68510

or email krutten@hopespoke.org

Contact Human Resources at 402.475.7666 with questions.

HopeSpoke is an Equal Opportunity Employer.